U. S. DEPARTMENT OF ENERGY OFFICE OF SCIENCE-CHICAGO OFFICE

PERSONAL WORK SCHEDULE

NAME:		
SCHEDULE OPTIONS (Check below the Option(s) which apply):		
☐ Flexitour Schedule* ☐ Compressed Schedule		
Arrival Time	5-4/9 Fixed 8-hour Day:	of Week Number
Departure Time	Fixed Day Off-Duty:	of Week Number
Gliding Schedule	4-10s Fixed Day Off-Duty:	•
Effective Date: Pay Period Beginning		
COMMENTS/RESTRICTIONS:		
SIGNATURE AND DATE:		
Employee:	Date:	Organization:
Supervisor:	Date:	Organization:
Head of SC-CH Element or SC Site Office Manager**:		_ Date:

- * Arrival and Departure Times under Flexitour must result in an appropriate tour of duty excluding the lunch period.
- ** Head of SC-CH Element or SC Site Office Manager signature is only required if employee's requested work schedule is either an exception to, or restriction as published in the SC-CH Alternative Work Schedule Policy.